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21 JAN 1966

MEMORANDUM FOR: Director of Logistics

ATTENTION: Chief, Space Requirements Staff

THROUGH: Chief, Administrative Staff, O/DD/I

SUBJECT: Report of Long Range Space Requirements

1. Attached are reports of space and equipment requirements for the Office of Research and Reports projected through the 1975-1980 period. The numbers of personnel included in the Report of Space Requirements are consistent with the long-term planning exercise completed by this Office in July 1965. The aforementioned long-term planning exercise currently is being reviewed for the purpose of bringing our plans up to date and integrating our plans with those of other Agency components. It is possible that upon completion of the current exercise some minor modification in the estimates included in the attached reports may be necessary.

2. The experience of this Office in research programming on a year-to-year basis has demonstrated clearly the necessity of maintaining considerable program flexibility. This situation is expected to prevail in the future and requires that physical facilities be adequate to accomodate changing program needs with concomitant shifts in personnel resources. Many of the demands for intelligence support levied on this Office are understandably unpredictable and are governed in large part by changing world conditions or crises. Because of this area of uncertainty, it is not only necessary that this Office build up the kinds of files necessary to respond to the demands that are certain to be imposed on us, but that physical space arrangements be sufficiently flexible to permit substantial expansion (or contraction) of personnel resources assigned to a given activity with a minimum of "down time."

3. In determining space necessary to accomodate the numbers of personnel included in the attached Report of Space Requirements, consideration should be given to the probability that new collection and/or analytical devices and techniques may become

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existent which will require more space per person than at present. Further, the possibility of some form of decentralized computer facility for local use by research analysts should be considered in developing total space needs.

4. In view of the impossibility at this time of determining the organizational structure which is expected to exist some 10 to 15 years in the future, the personnel included in the attached Report of Space Requirements have been distributed on the basis of our existing organizational structure. This Office believes that this approach should be adequate for the preliminary planning envisioned for the current exercise. With respect to the functional relationships of our components, the optimum situation would be for the entire Office to be collocated. However, this is not absolutely essential and physical separation of our divisions would be an inconvenience but not an unworkable arrangement. The area offices and the Administrative Staff should be located adjacent to the Office of the Director, ORR, and all branches within each division should be located in close proximity to each other and to the division office.

5. As I am sure you are well aware there are many physical aspects of the existing Headquarters Building which should be given careful consideration in the planning of any new structure. Most of these factors are not unique to any one major component and I am sure all will be examined carefully in the design and construction of any new building(s). However, there are two elements I would like to mention specifically since these have been particularly troublesome for this Office during necessary relocation of components following a reorganization or a minor redirection of effort requiring shifts in personnel. These elements are as follows:

a. Corridor doors. In many areas corridor doors are too far apart to accomodate small branches. In ORR, we frequently must house two or more branches in a room entered by a single corridor door. It would seem desirable to have corridor doors at frequent intervals (e.g., every 15 feet) to ensure greater flexibility in accomodating future shifts in space.

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b. The Pneumatic Tube System. We believe that the pneumatic tube system should have far more terminals than the one in this building. The system would, in our opinion, be far more effective if stations were placed at more frequent intervals and, assuming security considerations could be resolved, if a single system could be installed which would connect all points in the building.

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Chief, Administrative Staff, ORR

Attachments:  
As stated above

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS